

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

OCIC-M-74-105
3 October 1974

MEMORANDUM FOR: OC ADP Systems Administrator

FROM : Chief, Information Control Staff, OC

SUBJECT : Automated Records Control Schedule Proposal

1. Our present manual records control scheduling system presents three main information handling problems. First is the difficulty in relating each records control schedule item to its related file folders. Second is the lack of an effective way to identify the records that are due to be reviewed each year for transfer or destruction. Third is the difficulty in conducting information retrieval searches through OC records. All three of these problems are compounded by the major effort required to update our control records each time a records control schedule is revised (at least annually) or OC reorganizes.

2. This proposal to automate our records control scheduling system will enable us to keep up with the inactive OC records in the Records Center and the active records in OC offices, and to reduce the latter. It will enable us to generate current file indexes for OC offices, to produce lists of file folders due for disposition review, and to provide the review lists to the OC office of record. It will enable us to reorganize our records listings when OC offices are reorganized. It will also enable us to search our listings by subject for information retrieval.

3. Savings will be in salary time spent manually searching and updating the data base under the present system, and in office space saved through more effective disposition scheduling. The main benefit, however, will be the new capability to conduct massive searches on short notice (such as the recent "Watergate" review) and to manipulate the data base to facilitate management of OC records in accordance with statutory requirements. Additionally, the proposed system may tie in later with an overall OC automated information handling and retrieval system.

4. The project is divided into three phases: I - Inactive Records, II - Active Records, III - Information Retrieval. Phase I will include an estimated 20,000 line items, Phase II another 75,000, and Phase III will cover the total 95,000. Attached as Appendixes A through F are the listing format, sample data, and heading index; the details of the Phase I, II, and III listings; the input/output characteristics; and the conversion/implementation schedule.

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5. This proposal is the pilot project for DDA records. ISAS will evaluate our experience with the system for possible application to other DDA offices.



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Attachments:

Appendixes A-F

Distribution:

Orig - Addressee w/atts

OC RECORDS CONTROL LISTINGS

HEADING INDEX

<u>COLUMNS</u>	<u>DESCRIPTION</u>
1-6	RECORDS CONTROL SCHEDULE NUMBER
8-11	RECORDS CONTROL SCHEDULE ITEM NUMBER
13-16	DISPOSITION DATE (DATE WHEN NEXT RETENTION REVIEW IS DUE. "PERM" MEANS PERMANENT RECORDS IN THE RECORDS CENTER. PERMANENT RECORDS IN ACTIVE OFFICE SPACE SHOW THE DATE FOR TRANSFER TO THE RECORDS CENTER.)
18-24	RECORDS CENTER JOB NUMBER (INACTIVE RECORDS) OR ROOM NUMBER (ACTIVE RECORDS)
26-29	BOX NUMBER (INACTIVE RECORDS) OR BUILDING NAME (ACTIVE RECORDS)
31-34	ITEM NUMBER (INACTIVE RECORDS) OR SAFE NUMBER (ACTIVE RECORDS)
36-38	OFFICE OF RECORD (OFFICE TO WHICH THE RECORDS "BELONG")
40-51	FILE CLASSIFICATION (OC SUBJECT-NUMERIC FILE SYSTEM)
53-56	INCLUSIVE DATES OF RECORDS IN FILE
58-123	SUBJECT (ON FILE FOLDER LABEL OR FILE GUIDE)
125-133	ACCESSION NUMBER (SEQUENCE NUMBER)

OC RECORDS CONTROL LISTINGS

PHASE I
INACTIVE RECORDS

1. Title: OC Inactive Records - Master List by Job No

Sorted by:	Job No	<u>SORT FIELD</u>
	Box No	Cols 18-24
	Item No	26-29
		31-34

Output: Line Printer - Columns 1-133.
Printout cols 18-34 only at top of each page
or when any column data changes.

Frequency: Annually when Records Control Schedules updated.
Periodically when major additions or changes made
to list.

Distribution: 1 - Complete list OC-IC.

2. Title: OC Inactive Records - By Office of Record

Sorted by:	Office of Record	<u>SORT FIELD</u>
	Job No	Cols 36-38.
	Box No	18-24
	Item No	26-29
		31-34

Output: Line Printer - Columns 1-133.
Printout cols 36-38, 18-34 only at top of each
page or when any column data changes.

Frequency: Annually when Records Control Schedules updated.
Periodically when major additions or changes made
to list.

Distribution: 1 - Complete list OC-IC.
1 - Partial list each Office of Record.

3. Title: OC Inactive Record Annual Disposition Review
List - By Office of Record

	<u>SORT FIELD</u>
Sorted by: Office of Record	Cols 36-38
Job No	18-24
Box No	26-29
Item No	31-34
	13-16*

*Sort only the lines with current year
in columns 13-16.

Output: Line Printer - Columns 1-133.
Printout cols 36-38, 18-34 only at top of each
page or when any column data changes.
*Print only the lines with current year in
columns 13-16.

Frequency: Annually in January.

Distribution: 1 - Complete list OC-IC.
1 - Partial list each Office of Record.

4. Title: OC Inactive Records - By Records Control
Schedule No

	<u>SORT FIELD</u>
Sorted by: Records Control Schedule No	Cols 1-6
Item No	8-11
Office of Record	36-38
Job No	18-24
Box No	26-29
Item No	31-34

Output: Line Printer - Columns 1-133.
Printout cols 1-11, 36-38, 18-34 only at top
of each page or when any column data changes.

Frequency: Annually when Records Control Schedules updated.

Distribution: 1 - Complete list OC-IC.

5. Title: OC Inactive Records - Master List by Accession No

Sorted by: Accession Number

SORT FIELD
Cols 125-133

Output: Line Printer - Columns 1-133.

Frequency: When listings updated.

Distribution: 1 - Complete list OC-IC.

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OC RECORDS CONTROL LISTINGS

PHASE II
ACTIVE RECORDS

1. Title: OC Active Record File Index - By Office of Record

Sorted by:	Office of Record	<u>SORT FIELD</u>
	File Classification	Cols 36-38
	Alphameric Subject	40-51
		58-123
		26*

*Sort only the lines with alphabetic character in column 26.

Output: Line Printer - Columns 1-133. Double space.
Printout cols 36-38, 18-34 only at top of each page or when any column data changes.
*Print only the lines with alphabetic character in column 26.

Frequency: Quarterly when Office of Record file indexes updated.

Distribution: 1 - Complete list OC-IC.
1 - Partial list each Office of Record.

2. Title: OC Active Record Annual Disposition Review
List - By Office of Record

Sorted by:	Office of Record	<u>SORT FIELD</u>
	File Classification	Cols 36-38
	Alphameric Subject	40-51
		58-123
		26*
		13-16**

*Sort only the lines with alphabetic character in column 26.

**Sort only the lines with current year in columns 13-16.

Output: Line Printer - Columns 1-133.
Printout cols 36-38, 18-34 only at top of each page or when any column data changes.
*Print only the lines with alphabetic character in column 26.
**Print only the lines with current year in columns 13-16.

Frequency: Annually in January.

Distribution: 1 - Complete list OC-IC
1 - Partial list each Office of Record

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3. Title: OC Active Records - By Records Control
Schedule No

	<u>SORT FIELD</u>
Sorted by: Records Control Schedule No	<u>Cols 1-6</u>
Item No	8-11
Office of Record	36-38
File Classification	40-51
Alphameric Subject	58-123
	26*

*Sort only the lines with alphabetic
character in column 26.

Output: Line Printer - Columns 1-133.
Printout cols 1-11, 36-38 only at top of
each page or when any column data changes.
*Print only the lines with alphabetic
character in column 26.

Frequency: Annually when Records Control Schedules updated.

Distribution: 1 - Complete list OC-IC.

NOTE: When Phase II lists are merged with Phase I lists, the Phase I
lists will be limited to the lines with numeric character in
column 26.

4. Title: OC Active Records - Master List by Accession No

	<u>SORT FIELD</u>
Sorted by: Accession Number	<u>Cols 125-133</u>

Output: Line Printer - Columns 1-133.

Frequency: When listings updated.

Distribution: 1 - Complete list OC-IC.

PHASE III
INFORMATION RETRIEVAL

1. Preliminary information retrieval capability is provided by the generation of a KWIC index in Phases I and II based on the file subjects in columns 58-123 of the listings, the accession numbers in columns 125-133, and a kill list of minor words.
2. When Phases I and II are fully implemented, Phase III will provide a more sophisticated information retrieval capability, comprising an on-line, inverted, coordinate index to the column 125-133 accession numbers, based on keywords/descriptors provided either by conversion of the KWIC index or by assignment by OC-IC analysts.
3. Ultimately, depending on need and system capability, a direct, full-text, Boolean logical search capability may be developed.

INPUT/OUTPUT CHARACTERISTICS

1. Input
 - a. Initial version - code sheet/keypunch
 - b. Updates - CRT on-line_x or RJE
2. Storage
 - a. Master list - tape
 - b. KWIC index - tape
 - c. Inverted index - disk
3. Output
 - a. Listings - line printer (reduced size)
 - b. KWIC - line printer (reduced size)
 - c. Inverted index - CRT (accession numbers)
 - d. Direct search - CRT

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OC RECORDS CONTROL LISTINGS

CONVERSION/IMPLEMENTATION SCHEDULE

1. Phase I - Inactive Records
 - a. Coding Nov 74 - Feb 75
 - b. Testing Feb 75 - Mar 75
 - c. KWIC Apr 75
 - d. Testing May 75 - Jun 75
2. Phase II - Active Records
 - a. Coding Feb 75 - Jun 75
 - b. KWIC Jul 75
 - c. Testing Aug 75 - Sep 75
 - d. Merge with Phase I Oct 75
 - e. Testing Nov 75 - Dec 75
3. Phase III - Information Retrieval
 - a. Inverted index Jan 76 - Jun 76
 - b. Testing Jul 76 - Dec 76

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